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MEMORANDUM FOR: Deputy Director (Support)
SUBJECT : Office of Security Annual Report for 1958

1. This memorandum is for information only.
2. In a continuing effort to make our annual report to you as comprehensive and yet as simple as possible, it is being presented this year in large part in the form of graphs representing some of the principle activities of this office which lend themselves to graphical presentation. In addition to simplicity, this affords comparisons with workloads and accomplishments of preceding years. I believe you will find each chart self-explanatory. The subjects of the attached chart are as follows:

Chart 1 - Overt and Semi Covert Cases Received

Chart 2 - Overt and Semi Covert Cases Given Full
Field Investigations

Chart 3 - T/O Staff Applicant Cases Received and
Cases Approved

Chart 4 - Processing Time for Applicant Type Cases

Chart 8 - Headquarters Security Violations

3. In addition to the charts listed above there is also attached as Table "A" a compilation of statistics on some miscellaneous activities carried on in the area of physical security and in the control, support, and service of overt activities.

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4. As in the past, I wish to point out that a great deal of the work of this office in counseling, guiding, and supporting Agency operations and personnel cannot be accounted for statistically. I refer

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5. A few specific noteworthy accomplishments which were implemented by the Office of Security during 1958 are:

a. Consolidating our overt and covert files into one Division.

c. Aiding the DCI in his responsibility in connection with investigations of unauthorized disclosures of intelligence sources or methods under Section 5, NSCID-1 (new series) revised 15 September 1958.

d. Implementing the Agency Security Re-Indoctrination Program which commenced 9 January 1958 and was attended by [redacted] employees during the year.

e. Coordinating and planning with OTR for security movies for indoctrination purposes.

g. Continuing to furnish [redacted] clerical security careerists in assignments overseas and giving them technical security supervision and guidance.

h. Establishing a Security Officer position for the Western Europe area which will be filled in 1959.

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i. Furnishing a security representative to accompany

[redacted]

6X1C8B

j. Establishing overt and covert security staffs to function exclusively in the security protection of the new building during its construction.

25X1A k. Making physical security surveys at [redacted] 25X1A
[redacted] furnishing
25X1C8B [redacted] extended TDY physical security support to Project
[redacted] and emergency TDY security
25X1A6A support [redacted]

6. It is also noted that our training program is an intensive and continuing effort which presents regular courses of instruction to our personnel on various security subjects. These courses are the:

- a. Special Agents Course
- b. Polygraph Course
- c. Security Officers Field Course
- d. Countermeasures Course
- e. Project Security Officers Course
- f. Physical Security Course

In addition, we present ad hoc tutorial indoctrinations in security subjects to other personnel of the Agency as required.

7. The annual Agency statistical report on accidents will be submitted at a later date upon receipt and compilation of the pertinent statistics.

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Sheffield Edwards
Director of Security

Attachments as indicated

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